

EAST LONGMEADOW PUBLIC SCHOOLS EDUCATORS HALL OF FAME

ELIGIBILITY

Candidates must meet the following requirements in order to be eligible for enshrinement into the East Longmeadow Public Schools Hall of Fame:

- a. There shall be two kinds of enshrinement each year:
 - Certified (licensed by D.O.E.)
 - Support staff: all non-certified, including School Committee members.
- b. A candidate must be fully retired for five (5) years.
- c. Candidates must have worked 20 full years in the East Longmeadow Public Schools.
- d. Coaches must have coached for ten (10) years.

NOMINATION PROCESS

1. A nomination form must be completed, along with at least one letter of support from the person making the nomination. Additional information, including pictures, articles, etc. will be accepted along with the required form and nomination letter.
2. Two additional letters of support must be received by the Screening Committee to complete the nomination application.
3. Nomination forms and supporting materials shall be submitted to the Screening Committee during the period beginning **July 1 through January 31** of each year.
4. The Screening Committee will review all applications received.
5. Someone other than the inductee must nominate Hall of Fame inductees.
6. All nomination applications will be confidential and will be collected and held by the President of the ELEA during the application process.
7. Applications must be submitted on an annual basis. All application forms will be deleted each year after the application process.

SCREENING COMMITTEE

1. The Screening Committee shall be the ELEA Collaborative Committee, comprised of 8 teachers:
 - a. Two teachers from Meadow Brook Elementary
 - b. One teacher from Mapleshade Elementary
 - c. One teacher from Mountain View Elementary
 - d. Two teachers from Birchland Park Middle School
 - e. Two teachers from East Longmeadow High School
2. The Screening Committee will carefully review all nominations to check for employment accuracy and certification.
3. A candidate must obtain 75% (6 of 8) of the vote of the Screening Committee to be elected to the Hall of Fame.
4. The superintendent and one School Committee member serve the committee as ex-officio but shall not have voting power on the committee.
5. All decisions of the Screening Committee will be made by **April 15** of each year.
6. Inductees will be notified by mail by April 15 and will be enshrined into the Educators Hall of Fame during the Convocation of the following year.

Official E.L.P.S. Nomination Form
East Longmeadow Public Schools
EDUCATORS
HALL OF FAME

Name _____

School _____

Employment Status administrator teacher support staff coach

Your relationship to nominee: student parent administrator teacher/staff other

Your Name _____

Address _____

Phone _____

PACKET Must Include:

(All materials become property of the nominating committee and will not be returned.)

____ Nomination Form ____ 2 additional letters of support

____ Letter of support ____ Additional

NOMINATION DEADLINE: JANUARY 31.